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Approved For Release 2000/08/04 : CIA-RDP78-05941A000100010006-6
 Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Research & Planning Staff

DATE: 10 April 1953

FROM : Chief, Classification & Wage Division

SUBJECT: Progress Report, 1952

The following items are suggested for addition to those submitted in draft of 1952 progress report.

Add to "c". Comprehensive review was made by the Division of all existing and potential super-grade positions of the Agency and a report prepared recommending allocations of the positions to the Review Board. In this connection, information was obtained of the positions of super-grade level in other Federal agencies, and a recommendation was submitted as to the number of positions which could appropriately be authorized for CIA.

d. Responsibility for the coordination of all T/O proposals as well as maintenance of control of T/O positions authorized and the master file of T/O approvals and distribution of approved T/O's was assumed by the Division. During the year, approximately 500 individual T/O requests covering [REDACTED] positions were reviewed, coordinated, and distributed by the Division.

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e. Detailed analysis of the grade distribution of T/O positions as compared with incumbents thereof for each Office was prepared during the year as well as additional reports covering the distribution and grade level of administrative positions, the listing of CIA positions by special categories, as Professional, Technical, and Clerical, etc.

[REDACTED] 25X1A

RWS/ec

DOC	2	REV DATE	21/05/81	BY	018991
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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

RESEARCH & PLANNING STAFF
PERSONNEL OFFICE

NO.

DATE 9 APR 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, CWD	1014 I				<p>We would appreciate your informal comments and suggestions on the attached progress report for the Personnel Office during calendar year 1952. Since we plan to submit the report in final form the first of next week, we would appreciate having your comments by 10 April. They may be noted informally on this routing sheet.</p>
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STANDARD FORM NO. 64

Approved For Release 2000/08/04 : CIA-RDP78-05941A000100010006-6

Office Memorandum • UNITED STATES GOVERNMENT


TO :

DATE: *10 April*

FROM :

SUBJECT:

Chiefs, CDS and PD(o) advised verbally that they had no comments on proposed Progress Report.



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FROM:

RESEARCH & PLANNING STAFF
PERSONNEL OFFICE

ILLEGIB

NO.

DATE

9 APR

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, SC&AS	1705 J	9 Apr	9 Apr	JLB	<p>We would appreciate your informal comments and suggestions on the attached progress report for the Personnel Office during calendar year 1952. Since we plan to submit the report in final form the first of next week, we would appreciate having your comments by 10 April. They may be noted informally on this routing sheet.</p> <p><i>No comment other than one of the major points of progress is the writing of letters of Outthought for Military Details. These letters set forth the individual gets from the Armed Services & what he may get from C/A. This should eliminate most of the incidents which in the past have been so painful & should insure a more equitable treatment of military details & prevent the abuses which were</i></p>
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FORM NO. 10
FEB 1950

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FROM:

RESEARCH & PLANNING STAFF
PERSONNEL OFFICE

NO.

DATE

9 APR 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECD	FWD'D		
1. Chief, PPD	300 2210 E	APR 10 1953	APR 10 1953	JHC	<p>We would appreciate your informal comments and suggestions on the attached progress report for the Personnel Office during calendar year 1952. Since we plan to submit the report in final form the first of next week, we would appreciate having your comments by 10 April. They may be noted informally on this routing sheet.</p> <p>Have no additional comment on the PPD section, since I think it states our results very adequately.</p> <p>25X1A [REDACTED] Chief, Personnel Procurement Division Room 300, 2210 E Street</p>
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FROM: RESEARCH & PLANNING STAFF
PERSONNEL OFFICE

NO.

DATE

9 APR 1952

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, MPD	1004 I	9 Apr	10 Apr	HQ	<p>We would appreciate your informal comments and suggestions on the attached progress report for the Personnel Office during calendar year 1952. Since we plan to submit the report in final form the first of next week, we would appreciate having your comments by 10 April. They may be noted informally on this routing sheet.</p> <p>No comment.</p> <p>25X1A</p>
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FROM:

PLANNING STAFF
PERSONNEL OFFICE

NO.

DATE

9 APR 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, PDC	1133 I			<i>ack</i> <i>trial</i>	<p>We would appreciate your informal comments and suggestions on the attached progress report for the Personnel Office during calendar year 1952. Since we plan to submit the report in final form the first of next week, we would appreciate having your comments by <u>10 April</u>. They may be noted informally on this routing sheet.</p> <p><i>No comments</i> <i>He</i></p>
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TAB E

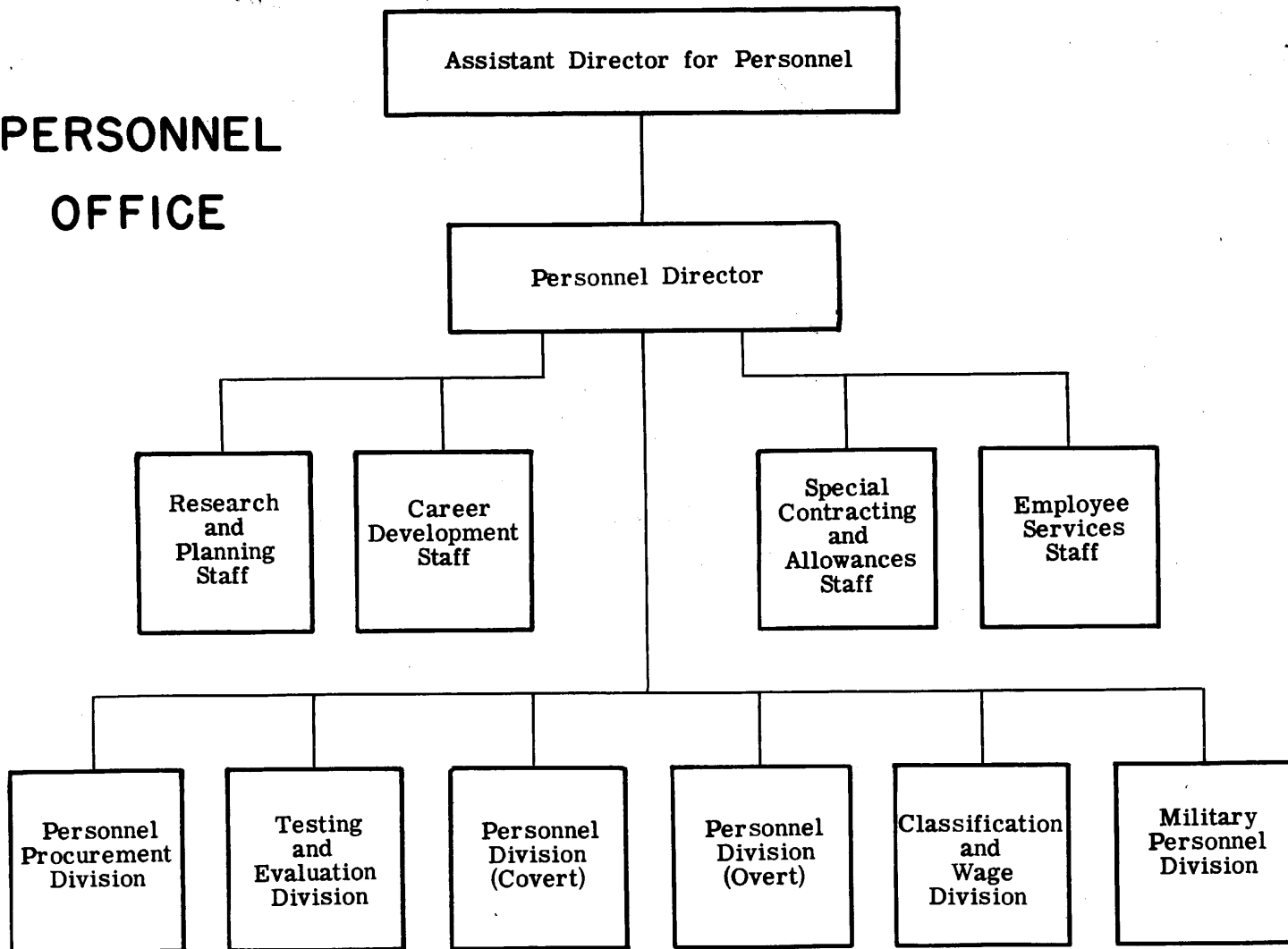
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